

AN ORDINANCE AMENDING POLICY AND
PROCEDURE 6.9 "SICK TIME BANK
PROGRAM" OF THE CITY OF FORT WAYNE
POLICY AND PROCEDURE MANUAL.

NOW THEREFORE BE IT ORDAINED BY THE COMMON
COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

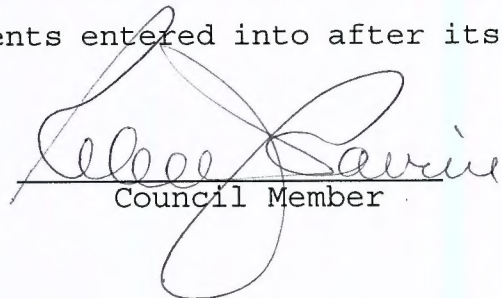
SECTION 1. Policy and Procedure 6.9
Sections B.5 and B.7 of the City's Policy and Procedure
Manual is hereby amended to read as follows:

Delete Section 6.9 B.5. which reads, "Sick
Hours not used by an employee who has severed
employment with the City shall be donated to
the Sick Time Bank, except for those employees
retiring."

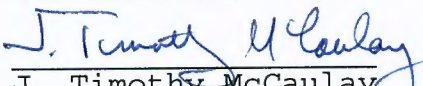
Section 6.9 B.7 shall be amended to
read as follows:

"An employee receiving time from the
Sick Time Bank will be placed in a
pay status at forty percent (40%) of
their regular pay for the fifteenth
through thirtieth day and at sixty
sixty (60%) of their regular pay for
the thirty-first through the
ninetieth day. Benefits will cease
after the ninetieth (90th) day."

SECTION 2. That this ordinance shall
remain in full force and effect from and after its
passage and any and all necessary approval by the Mayor
and shall apply to all agreements entered into after its
effective date.


Council Member

APPROVED AS TO FORM
AND LEGALITY


J. Timothy McCaulay
Corporation Counsel



The City of Fort Wayne

Paul Helmke, Mayor

TO: Frances Ganaway, Associates Director of Human Resources
FROM: Benefits Committee
SUBJ: Changes to Sick Bank Policy
DATE: December 6, 1995

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~~~~~  
The Benefits Committee has voted to amend the Sick Time Bank Program Policy, 6.9 in the Policy & Procedure Manual.

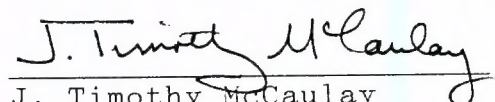
First item to be changed:

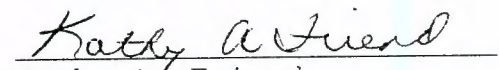
B.5 "Sick Hours not used by an employee who has severed employment with the City shall be donated to the Sick Time Bank, except for those employees retiring". (see policy 7.6 A.) This is to be deleted from the policy.


B.7..."and at sixty-five percent (65%) of their regular pay for the thirty-first through the ninetieth day." This should be changed to read..."and at sixty percent (60%) of their regular pay for the thirty-first through the ninetieth day."

Please make these changes as soon as possible so the policy can be submitted to Council for their approval by year end.

Benefit Committee


J. Timothy McCaulay
City Attorney


Kathy A. Friend
Controller


Payne D. Brown
Director Human Resources/
Board of Safety

CITY OF FORT WAYNE/CITY UTILITIES

POLICY AND PROCEDURE

SUBJECT: SICK TIME BANK PROGRAM

NUMBER: 6.9

PAGE: 1 of 2

EFFECTIVE DATE: AS ADOPTED BY CITY
COUNCIL ON NOVEMBER 9, 1993

A. GENERAL

The City will design and maintain a Sick Time Bank to provide sick hours for an employee who is unable to continue working and would otherwise be placed in a no-pay status while he/she is waiting for his/her application for Long-Term Disability to be processed, or for recovery from a sickness of limited duration.

B. PRACTICE

1. The Sick Time Bank is only available to an employee who has donated to the bank.
2. An employee can enroll in the bank only during the annual open-enrollment period.
3. New hires are eligible to enroll after completion of 90 days of employment.
4. Each employee, including new hires, who enrolls in the program must donate a minimum of eight (8) hours of sick time per year.

DELETE

5. ~~Sick hours not used by an employee who has severed employment with the City shall be donated to the Sick Time Bank, except for those employees retiring (see policy 7.6 A.4).~~
6. Each employee must use all personal, compensatory, sick, and vacation time before an application for time from the bank can be granted. Following the acceptance of application for time from the bank, the employee must satisfy a waiting period of 14-calendar days after which time payment will begin. The employee will not be compensated for this period of time.

AMEND

7. An employee receiving time from the Sick Time Bank will be placed in a pay status at forty percent (40%) of their regular pay for the fifteenth through thirtieth day and at ~~sixty-five percent (65%)~~ of their regular pay for the thirty-first through the ninetieth day. Benefits will cease after the ninetieth (90th) day. sixty percent (60%)
8. Application for hours from the bank must be submitted to the Sick Time Bank in care of the Benefits Administrator in writing at least five (5) working days before the employee has exhausted all vacation, compensatory, personal, or sick time.
9. Application shall be accompanied by a doctor's certification verifying disabilities.

CITY OF FORT WAYNE/CITY UTILITIES

POLICY AND PROCEDURE

SUBJECT: SICK TIME BANK PROGRAM

NUMBER: 6.9

PAGE: 1 of 2

EFFECTIVE DATE: AS ADOPTED BY CITY
COUNCIL ON NOVEMBER 9, 1993 AND REVISED
JANUARY 9, 1996

A. GENERAL

The City will design and maintain a Sick Time Bank to provide sick hours for an employee who is unable to continue working and would otherwise be placed in a no-pay status while he/she is waiting for his/her application for Long-Term Disability to be processed, or for recovery from a sickness of limited duration.

B. PRACTICE

1. The Sick Time Bank is only available to an employee who has donated to the bank.
2. An employee can enroll in the bank only during the annual open-enrollment period.
3. New hires are eligible to enroll after completion of 90 days of employment.
4. Each employee, including new hires, who enrolls in the program must donate a minimum of eight (8) hours of sick time per year.
5. Each employee must use all personal, compensatory, sick, and vacation time before an application for time from the bank can be granted. Following the acceptance of application for time from the bank, the employee must satisfy a waiting period of 14-calendar days after which time payment will begin. The employee will not be compensated for this period of time.
6. An employee receiving time from the Sick Time Bank will be placed in a pay status at forty percent (40%) of their regular pay for the fifteenth through thirtieth day and at sixty percent (60%) of their regular pay for the thirty-first through the ninetieth day. Benefits will cease after the ninetieth (90th) day.
7. Application for hours from the bank must be submitted to the Sick Time Bank in care of the Benefits Administrator in writing at least five (5) working days before the employee has exhausted all vacation, compensatory, personal, or sick time.
8. Application shall be accompanied by a doctor's certification verifying disabilities.

9. If the hours within the bank are exhausted, then no requests will be honored until after the next open-enrollment. It cannot be guaranteed that an employee will be reimbursed any portion of donated sick time if the Sick Time Bank has been exhausted.
10. An employee who is drawing time from the bank is not allowed to work any other full- or part-time job within or outside of City employment. Verified violations of this rule will result in immediate suspension from the program and reimbursement of all money received while in violation of this provision. A violation of this policy will result in disciplinary action, up to and including termination.



The City of Fort Wayne

Paul Helmke, Mayor

Please attach to
95-120-24

MEMORANDUM

BOARD OF PUBLIC SAFETY/HUMAN RESOURCES

TO: MEMBERS OF COMMON COUNCIL
FROM: PAYNE D. BROWN, DIRECTOR
DATE: December 18, 1995
SUBJECT: POLICY & PROCEDURE 6.9 SICK TIME BANK PROGRAM

The City of Fort Wayne's Human Resources Division proposes to amend the City Policy 6.9 Sick Time Bank Program. Section 6.9 B.5. currently allows employees who have severed employment with the City to donate their unused sick time to the Sick Time Bank. The amendment would delete this section. The Sick Time Bank has accumulated a sufficient number of hours to meet anticipated demands. This will not have an adverse impact on any current employees eligible to use the Sick Time Bank. This section is no longer necessary

Section 6.9 B.7. shall be amended to reflect a change in the City's Long Term Disability Policy. Currently employees who participate in the Sick Time Bank are entitled to 65% of their pay from the 15th through the 30th day of their leave. The proposed amendment would change the 65% to 60%. The City's previous Long Term Disability Policy paid a 65% benefit; however, this benefit will be reduced to 60% as part of the City's new insurance benefit package.

Read the first time in full and on motion by Ravine, seconded by _____, and duly adopted, read the second time by _____ title and referred to the Committee on Regulation (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock, _____ M., E.S.T.

DATED: 12-15-95

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, and duly adopted, placed on its passage. PASSED _____ y the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>9</u>			
BENDER	<u>✓</u>			
CRAWFORD	<u>✓</u>			
EDMONDS	<u>✓</u>			
HALL	<u>✓</u>			
HAYHURST	<u>✓</u>			
HENRY	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			

DATED: 1-9-96

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) _____ (APPROPRIATION) _____ (GENERAL) _____

SPECIAL) _____ (ZONING) _____ ORDINANCE _____ RESOLUTION NO. D-01-96

on the 9th day of January, 1996

ATTEST:

(SEAL)

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Don J. Schmider
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 10th day of January, 1996, at the hour of 11:30 o'clock A. M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 11th day of January, 1996, at the hour of 5:00 o'clock P. M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

DIGEST SHEET

TITLE OF ORDINANCE GENERAL ORDINANCE

DEPARTMENT REQUESTING ORDINANCE HUMAN RESOURCES

SYNOPSIS OF ORDINANCE 1. POLICY & PROCEDURE 6.9 SECTION B.5 IS
DELETED; 2. POLICY & PROCEDURE 6.9 SECTION B.7 AMENDS AN
EMPLOYEE'S RATE OF PAY WHILE RECEIVING TIME FROM THE SICK TIME BANK
TO 60% OF THEIR REGULAR PAY FOR THE THIRTY-FIRST THROUGH THE
NINETIETH DAY.

92-95-12-24

EFFECT OF PASSAGE POLICE & PROCEDURE MANUAL IS AMENDED.

EFFECT OF NON-PASSAGE POLICY AND PROCEDURE 6.9 NOT AMENDED.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) _____

ASSIGNED TO COMMITTEE (PRESIDENT) _____

BILL NO. G-95-12-24

REPORT OF THE COMMITTEE ON
REGULATIONS
REBECCA J. RAVINE - THOMAS E. HAYHURST - CO-CHAIR
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ AMENDING POLICY AND PROCEDURE
6.9 "SICK TIME BANK PROGRAM" OF THE CITY OF FORT WAYNE POLICY AND
PROCEDURE MANUAL

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) ~~(RESOLUTION)~~

DO PASS

DO NOT PASS

ABSTAIN

NO REC

Rebecca Ravine

Thomas E. Hayhurst

Mark A. Bonshu

John W. Campbell

John P. Davis

Breda Bell

A. J. [Signature]

Mike [Signature]

Charles R. Edmonds

DATED: 1-9-96

Sandra E. Kennedy
City Clerk